

**NORTH DAKOTA STATE REHABILITATION COUNCIL**  
**QUARTERLY MEETING**  
**PRAIRIE HILLS PLAZA**  
**JULY 25-26, 2013**

**MEETING MINUTES**

**Present**

Scott Burlingame  
Don Brunette  
Jillian Schaible  
Russ Cusack  
Deb Carlson

Kelly Smeltzer  
Pat Anderson  
Rod Gillund  
Vickay Gross

**Absent**

Harley Engelman  
Marshall Longie  
Donene Feist

**State Office Staff**

Patty Wanner

Cheryl Wescott

Robyn Throlson

**Thursday, July 25**

Chairman Scott Burlingame called the meeting to order. A quorum was present.

***Agenda***

The SEP Reimbursement Rates agenda item was moved to today.

***Approval of April Minutes***

**Action:** A motion was made by Rod Gillund and seconded by Kelly Smeltzer to accept the SRC quarterly minutes from its last meeting on April 18-19, 2013. Motion carried.

***Election of Vice Chair***

**Action:** A motion was made by Rod Gillund and seconded by Kelly Smeltzer nominating Don Brunette as Vice Chair. No other nominations were made, and nominations ceased. Motion carried.

***Member Issues***

There were no member issues.

***SEP Reimbursement Rates***

Don Brunette requested this item on the agenda. He represents Community Rehab Providers on the Council and indicated the providers appreciate the 4 percent increase and asked that SEP reimbursement rates stay on the radar.

The council broke into committee group meetings and recessed for the day.

## **Friday, July 26**

Roll call was taken and a quorum was present. Russ Cusack was not able to attend today.

### ***Budget Update – Lynn Derman***

When the 2013 Legislative Session ended, VR fared well.

- The Older Blind Program received an additional \$100,000 of general fund.
- Annie's House near Minot was awarded \$200,000, which was put into VR's budget. Annie's House is a ski resort near Bottineau. The \$200,000 will be spent for equipment and staff to allow people with disabilities to use the ski program. VR is only the fiscal agent. Annie was one of the people killed in New York City on September 11, 2001 who wanted to do something for people with disabilities.
- The rest of VR's programs stayed level.
- IL centers received an additional \$800,000 of general fund.
- Vickay suggested we use the same approach to get more money for employment as the Older Blind testifiers did. They came with numbers, facts, and how money affected people's lives.
- VR has met the 21.3% match requirement to receive its 2013 grant award. Some states have to return grant award money because they cannot meet the required state match.
- There is \$2.8 million left of the 2012 grant award, but it will soon be spent down.
- AWARE has come in below the cost expected. AWARE is the new case management system for VR.
- \$5.6 million of the 2013 grant award has been spent.
- We do not know what will happen with the 2014 grant award because of sequestration. The VR program does get a cost of living increase which will lessen any cuts.
- ND will have to find more money to meet the federal maintenance of effort requirement because of additional allotment dollars given to us in 2012 for AWARE.

### ***Committee Reports***

#### ***Evaluation/Planning Committee – Pat Anderson***

- Members of the Evaluation/Planning Committee are Donene Feist, Jillian Schaible, Rod Gillund, Deb Carlson and Pat Anderson, Chair. Robyn Throlson is the liaison to VR.
- The Committee participates in production of the annual report. A theme needs to be decided. Testimonials from consumers will come from the Satisfaction Survey reports.
- VR's goal for clients closed status 08 or 30 is 80% of consumers satisfied with services they received.  
Closure statuses mean:  
Status 26 – Rehabilitated, Successful Closure  
Status 28 - Closed, Not Rehabilitated, After IPE Initiated  
Status 08 – Withdrew Application or Ineligible for VR

Status 30 - Closed, Not Rehabilitated, Before IPE

- Satisfaction has not reached the 80% goal for status 08 and 30, partly because so few surveys are returned.
- The committee is thinking of ways to get more surveys back. Maybe questions could be shortened.
- Getting surveys back is a statewide problem, not just for VR.
- Rod asked if VR will do some public service announcements regarding how far they have come with OOS. It would help address the perception that VR is no longer serving clients.

#### ***Resource Committee***

- Nothing to report.
- Members of the Resource Committee are Kelly Smeltzer, Scott Burlingame and Harley Engelman, Chair. LouAnn Nider is the liaison to VR.

#### ***Public Relations/Membership Committee – Vickay Gross***

- Members of the Public Relations/Membership Committee are Don Brunette, Scott Burlingame, Deb Carlson and Vickay Gross, Chair. Patty Wanner is the liaison to VR.
- SRC membership is short in numbers and short the 51% requirement for people with disabilities.

The Public Relations/Membership Committee recommends the following regarding membership on the council and protocol for new members:

- This committee recommends that it be the role of the chair of SRC to let members know when their time is up on the council.
- Patty Wanner agreed to continue as liaison to the Governor's office.

**Action:       Patty will keep the committee posted. She will track and remind members when their terms are up.**

- There needs to be a representative from the Parent Training Center. Scott has talked with the director and an application has been submitted.
- Donene Feist was moved to the Disability Advocacy Group as a member, since she does not represent the Parent Training Center. The committee is still waiting for an application from Gerry Teevens at DPI.
- Patty Wanner worked with the committee to combine the three SRC applications into one. The new application has a section where people can disclose a disability if they so choose and what positions they are eligible to fill. A date will be added to the bottom.

**Action:       A motion was made by Vickay Gross and seconded by Rod Gillund to approve the new application form. Motion carried. Patty will send it to the entire council.**

**Action: Completed application forms should be mailed to Patty, who will forward them to the Public Relations/Membership Committee.**

- The committee brought forth five applicants. The committee recommends SRC send all five to the Governor's office for approval and appointment.

**Action: A motion was made by Vickay Gross and seconded by Jillian Schaible to accept the five new applications with the stipulation that we find out first if one of the applicants can commit. Motion carried.**

Rod recommended that applications be e-mailed to the whole council before meetings. They are not confidential information.

- Barb Burghart should provide a resignation letter.

The committee has the following recommendations for changes to bylaws:

- Recommended wording: A quorum shall consist of 51% of current council membership.
- There shall be a full term between the time a person goes off the council before they would be re-eligible for appointment.
- CAP and Tribal 121 are open positions that are not held to the term limits.
- (Add section on applications under section on vacancies) All applications will be received by the PR/Membership committee and brought forth to the council for recommendation to Governor.
- Members leaving the council prior fulfilling their term will submit a resignation letter to the chairperson for submission to the Governor's office.
- A suggestion was made to add polycom to SRC meetings for those who can't get away

**Action: A motion was made by Vickay Gross and seconded by Jillian Schaible to approve the Public Relations/Membership Committee's recommendation for bylaw changes. Motion carried.**

### ***2013 National SRC Forum***

Scott attended the 2013 National SRC Forum in Arlington, VA. Forty-six states including the District of Columbia attended. Highlights of the conference include:

- Transition and employment for youth with disabilities.
- Roles and responsibilities of SRC members.
- Fully functioning council vs. a fully constituted council. ND is making progress in becoming fully constituted.
- The council should be a partner, not just an advisory board.
- Stressed that we cannot lobby, but we can educate. The council should act as a voice for people with disabilities.
- Should read mission statement at beginning of each meeting.

- RSA website has comparative numbers with other states. Important to see to know how a minimally-funded state like North Dakota compares. The website is [rsa.ed.gov](http://rsa.ed.gov).
- Lots of discussion about financial reimbursements. If you have questions, ask.
- The council should be involved in development of the VR state plan.
- Look at trends and compare current data with past data.
- Get quarterly updates on how VR goals are going.

**Action:**      **A motion was made by Pat Anderson and seconded by Don Brunette for the council to pay for members' lodging, travel and meal expenses at state rates to attend the October training conference in Bismarck at the Ramkota Inn. Motion carried.**

***Next SRC Meeting***

The next SRC meeting will be held October 8 (afternoon) at Prairie Hills Plaza and October 9 (morning) at the Ramkota. The training conference will begin October 9 after lunch.

Scott highly recommended attending the training conference. Patty will send the agenda to the full council as soon as it is available.

Patty handed out laminated Robert's Rules of Order references.

No SRC module training.

Meeting adjourned at 11:20 am.